



SOUTH DAKOTA ARMY NATIONAL GUARD
2nd Battalion (Modular Training)
196th Regiment (Regional Training Institute)
803 West National Guard Drive
Sioux Falls, South Dakota 57104



NGSD-RTI-MT

29 January 2015

MEMORANDUM FOR Students of Comprehensive Soldier and Family Fitness Program
(CSF2P)

SUBJECT: Student Memorandum of Instruction

1. Welcome to the Comprehensive Soldier and Family Fitness Program (CSF2P) course that you are scheduled to attend with 2nd Battalion 196th Regiment at **Fort Meade, SD**. The course presents Army Physical Readiness Training (PRT), Nutrition Education, and Resiliency Skills to teach Soldiers how to live a healthy and active lifestyle resulting in better overall physical and mental preparedness in support of their National Guard mission and personal lives.

- a. **Course:** Comprehensive Soldier and Family Fitness Program, Class 901-15.
- b. **Report to Location:** 196th REGT, 58 Sheridan Road, **Fort Meade, SD 57741, building #58 (Fort Meade Barracks)**.
- c. **Report in Time/Date:** NLT 1300 hrs, 14 March 2015. In-processing will begin at 1300hrs, 14 March, 2015. If traveling distance presents a challenge for reporting time SFC Christopherson, Burle L. must be notified in advance by phone at (507) 420-5760.
- d. **Course Dates:** 14-28 March 2015. (Students will be released NET 11:00 and NLT 1300 on 28 March 2015).
- e. **Army Physical Fitness Test (APFT), Height/Weight Standards:** A diagnostic APFT and HT/WT screening will be conducted during this course. If a Soldier wishes for his or her APFT or HT/WT screening to be for RECORD you will need a memorandum from your commander stating that a for RECORD APFT or HT/WT is authorized.
- f. **Emergency Telephone Number:** SFC Christopherson: (507) 420-5760 or SFC Meriweather: (605) 929-7985.

2. Uniform:

- a. **Reporting:** Soldiers will report and/or arrive in full winter APFU including black gloves and fleece hat(Black or Green). Any questions please contact the course POC below.

b. **Training:** Soldiers will report with a **minimum** of two sets of serviceable, ACUs w/boots, full winter APFU including fleece hat and black gloves with inserts, 2 short sleeve and 1 long sleeve PT shirts, 2 sets of PT shorts, 3 tan t-shirts, 3 pairs of wool socks, 3 pairs of white athletic socks that at a minimum cover the ankle bone, 5 sets of undergarments, running shoes (No toe shoes or basketball type shoes will be authorized.), 2 large towels, 1 wash cloth, shave/shower kit, reusable water bottle, 3 inch three ring binder, and pen/pencil.

c. Recommended additional items: Foam body roller, 2 lacross balls, athletic tape, softball, weight lifting gloves, laptop, smartphone, and PT mat. If Soldiers are currently utilizing any dietary supplements such as protien, creatine, thermogynics etc bring those items as well.

d. **Graduation/Course Completion:** Army Combat Uniform (ACU).

3. **Conditioning:** Good nutritional and hydration habits are strongly encouraged prior to attending this course as it will be physically demanding. This course is not designed to be a “smoke session” but there are times where Soldiers will be required to push themselves physically in order to understand the training effect PRT does provide. Alcohol use will not be allowed for the duration of this course. Tobacco use is discouraged however it will be allowed in designated areas during breaks and down times. It is in the Soldier’s best interest to begin cardio and muscular endurance training prior to this course to the best of their abilities as it will enhance their ability to perform at a higher level during the training sessions.

4. **PULHES/Profiles:** Any Soldier attending this course should have a minimum profile serial of 111121. Any Soldier with a temporary profile or permanent profile must contact the POC prior to attending this course to ensure they will be allowed to participate with their profile.

5. The following documents must be provided to the registration team when or prior to reporting:

a. **Official Orders:** Dates must include required travel time in conjunction with class dates.

b. **In Processing Form:** See attached form.

6. Travel:

a. **POV/Government vehicle:** Parking is available at the RTI for government and privately owned vehicles.

b. **Motorcycle:** If you are traveling via personal motorcycle or will be bringing one with, you must adhere to the South Dakota TAG and RTI commander's motorcycle policy. The policy applies to all military personnel in a duty status, on or off a SDNG installation, which includes travel to and from duty station. All members of the SDNG, or those Soldiers attending schools at the SD-RTI, who operate motorcycles must maintain a valid driver's license with an applicable motorcycle endorsement in their state of residence. Additionally they must have successfully completed an approved motorcycle safety course and provide proof of that upon reporting for school at the SD-RTI. In addition the following PPE must be worn – helmet, eye protection, protective clothing including long sleeve shirt or jacket, long trousers, full-fingered gloves and sturdy over the ankle footwear.

c. **TRiPS:** If you are traveling to the SD-RTI via POV or motorcycle over a distance of 100 miles you are highly encouraged to complete an online TRiPS form.

d. **Government Quarters:** Non-chargeable quarters are available at no cost to the Soldier. They are open bays with no cleaning service available. Soldiers are required to maintain their areas as well as the latrine areas. Soldiers must bring their own linen and towels, if needed you may be issued some. You will also have a lockable wall locker in the bay for your use; however you must provide your own padlock.

e. **Government Meals:** Meals are available.

f. **Internet:** There is a wireless network for your personal computers in the building. The 2nd BN, 196th REGT is not responsible for lost or stolen items. It is your responsibility to secure your personal items.

g. **Laundry:** There are free washers and dryers located in the bay area available for your use; you will need to provide your own laundry detergent.

7. Point of contact is SFC Burle Christopherson at (507) 420-5760, burle.l.christopherson.mil@mail.mil or CPT Brian Hass at (605) 357-2846, brian.p.hass2.mil@mail.mil.

FOR THE COMMANDER:

1 Encls
1. In Processing Form

//////signed\\\\\\\\\\
BURLE L. CHRISTOPHERSON
SFC, SDARNG
Course Manager

STUDENT IN-PROCESSING SHEET

Note: Fill in the upper portion of this form and bring it with you to In-processing.
(Please gather this information before reporting for training.)

COURSE ATTENDING: _____

NAME _____
Last First MI

HOME ADDRESS: _____ ST _____ ZIP _____

SSN # _____ - _____ - _____

CELL #: (____) _____ - _____

E-MAIL _____@_____

EMERGENCY CONTACT: _____

EMERGENCY CONTACT PHONE #: (H) _____

(W) _____

(C) _____

This portion is to be completed by RTI-SD Staff during In-processing.

AGE _____ HEIGHT _____ WEIGHT _____ GO _____ / NO GO _____

TAPING _____ BODY FAT _____.____ % GO _____ / NO GO _____

APFT ____ / ____ / ____ PASS _____ / FAIL _____ (for NCOES only)

Date Name Printed Signature Rank

Enclosure 1